



Water Withdrawal Online Reporting Guidance

Call Us: (608) 266-2299

Email us: DnrWaterUseRegistration@wisconsin.gov

Online at: dnr.wi.gov keyword search: [water withdrawal reporting](#)

Three Steps to Report Your Water Use Online

1. Create and Activate a Wisconsin Access Management System (WAMS) ID

2. Connect your water withdrawal information to your WAMS ID

3. Report Your Withdrawals

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID

Account security and identity validation for online reporting is handled by the WI Dept. of Administration. They administer the Wisconsin Access Management System (WAMS) so that users can create one ID and password that works for multiple tasks across different State of Wisconsin agencies.

If you already have a WAMS ID, you can skip ahead to Step 2.

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID (cont'd)

*Bookmark this page
for easy reference later.*

Click Create.

Reporting water use

The annual deadline for reporting is March 1.

Option 1: Report online

Identity verification and authorization to report online is done through the Wisconsin Access Management System (WAMS) administrated by the Department of Administration.

Those who have an active WAMS identification (ID) can log in and report water use.

Log in

to submit water use reporting.

To create a WAMS ID, follow the self-registration and activation process. After you have a WAMS ID, you will be able to log in to the water use reporting system.

Create

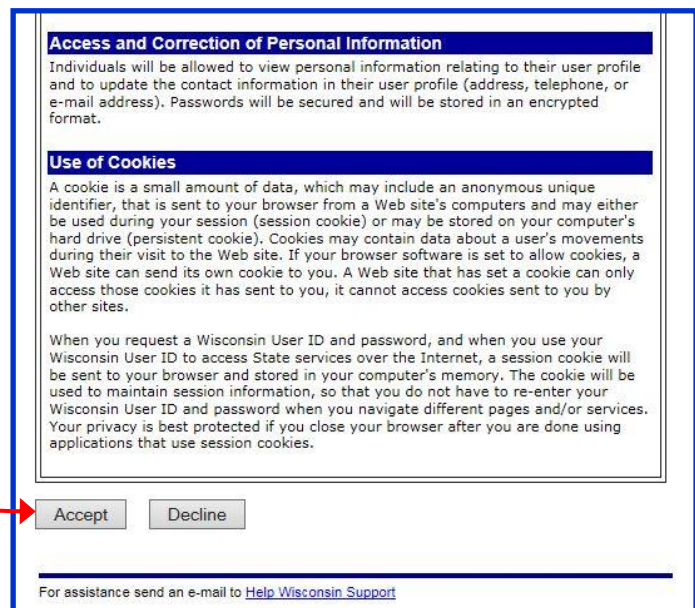
and activate a WAMS ID.

Once you are at the WAMS site, review the terms of use and other information on the introduction page.



The screenshot shows the 'Self-Registration' page of the Wisconsin Access Management System. At the top, there is a blue header with the Wisconsin state seal and the text 'State of WISCONSIN'. Below the header, there are links for 'Logout', 'Help', and 'FAQ'. The main heading is 'Self-Registration'. The text below reads: 'Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.' Below this is an 'OVERVIEW' section stating: 'The self-registration process consists of two parts:'. An 'Important!' note follows: 'We highly recommend that you complete Parts One and Two at the same time. You must complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.'

Scroll down and click "Accept" to begin creating your WAMS ID.



The screenshot shows two sections of a website's terms of use. The first section is titled 'Access and Correction of Personal Information' and states: 'Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.' The second section is titled 'Use of Cookies' and explains: 'A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.' Below these sections are two buttons: 'Accept' and 'Decline'. At the bottom, there is a footer that says: 'For assistance send an e-mail to [Help Wisconsin Support](#)'.

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID (cont'd)

On the WAMS self-registration page, you are required to enter your name, email and phone number. Do not enter address information!

Choose a unique user ID you will easily remember.

Choose a password that is at least 7 characters long and contains at least one letter and one number.

Choose a question that only you know the answer to. This is used to verify your identity in case you forget your password.

Once complete, click "Submit". You will be asked to verify your email address. **Carefully check that you typed your email address correctly** (if you make any errors on the registration form, you will be prompted to correct them at this point).

Self-Registration
* Indicates Required Field

Profile Information

First Name
Middle Initial
Last Name
Suffix (e.g., JR, SR, II, III)
E-Mail (e.g., username@domain)
Phone #
If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street
Unit Number
City
State (Select a State)
Zip Code
Home Mailing Address

☐ Mailing Address is the same as Residence Address.

Address (1)
Address (2)
City
State (Select a State)
Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID
Password
Re-enter Password

Account Recovery

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Secret Question
Answer to Secret Question

After you have submitted your registration, you will receive an email at the address you provided. The message will contain an internet link to activate your account. Click the link and enter the user name and password you created. After logging in, the screen will show that you successfully created and activated your WAMS account. You are ready to begin reporting.

Self-Registration

via email

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now entitled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account.

[Profile Management](#)

For assistance send an e-mail to [Help Wisconsin Support](#)

Step 2 - Connect your water withdrawal information to your WAMS ID

Now that you have a WAMS ID, the next step is for DNR to identify you by your WAMS User ID. This is a one-time step that points your WAMS ID to the correct contact in DNR records. It only needs to be done the first time you log on. If you have already connected your account you will be taken directly to the reporting property page.

To begin, go to the page you bookmarked in Step 1 or click this link to return to the [Water Use Online Reporting](#) website. Click “Log in”.

The screenshot shows the 'Reporting water use' page on the Wisconsin Department of Natural Resources website. The page has a dark blue header with navigation links: Business, Licenses & Regulations, Recreation, Education, Topics, Contact, and Join us. A search bar is on the right. The main content area is white with the title 'Reporting water use'. Below the title, it states 'The annual deadline for reporting is March 1.' and 'Option 1: Report online'. It explains that identity verification is done through the WAMS system and that users with an active WAMS ID can log in. A blue 'Log in' button is present. To the right, a sidebar titled 'Water use' lists options: Register (a water withdrawal or terminate a registration), Report (annual water use data), Pay (fees for registered water withdrawals), and Apply (for a water use permit). Below the sidebar is a 'SUBSCRIBE' button and a message about receiving email updates. At the bottom, it says 'To create a WAMS ID, follow the self-registration and activation process. After activating your WAMS ID, you will be able to log in to the water use reporting system.'

After successfully logging in with your WAMS ID and password, you will be directed to our introduction page for water use reporting. Click “Begin Reporting” after reading the information on the page.

You will be asked for your owner or operator number. This number is located on the postcard notifications and letters regarding reporting that the DNR has sent you. If you do not know this number, please contact water use program staff. If you know your owner or operator number click “Yes”. Be sure to use the number that is associated with you if the owner and operator of the property are different.

The screenshot shows the 'Connect to Your Account' section of the website. The header is dark blue with the text 'Wisconsin Department of Natural Resources' and 'Drinking & Ground Water Use Information System'. Below the header, there is a section titled 'Connect to Your Account'. It contains the text: 'You will need your Owner/Operator # to proceed. This number is located on Water Withdrawal Reports and other correspondence from the Water Use Section.' followed by the question 'Do you know your Owner/Operator number?'. At the bottom, there are two buttons: 'Yes' and 'No'.

Step 2 - Connect your water withdrawal information to your WAMS ID (Cont'd)

After entering your owner or operator number, you will be asked to verify your information. If it is incorrect, click “Retry” or call water use staff for help. If it is correct, click “Connect”. Your WAMS User ID will now be associated with your owner or operator information.

Wisconsin Department of Natural Resources

Drinking & Ground Water Use Information System

Help

Connect to Your Account

Company Name

A-1 COMPANY

First Name

CRYSTAL

Last Name

CLEAR

Address 1

10 SUPERIOR ST

Address 2

City

ASHLAND

State

Wisconsin

Zip

51678

Phone

9201234567

Phone Ext

E-Mail

crystal.clear@email.com

If this is you, verify that the information is correct and click Connect.

If this is not you, click Retry or Logout

Connect

Retry

Sign Out

Continue to Step 3 – Reporting Your Withdrawals

Step 3 - Report your withdrawals

Once you have connected your WAMS ID with your owner or operator number, you will be routed to the reporting information. All of the properties that you are associated with as an owner OR operator of at least one source will appear as a row in the table. This page also indicates whether or not reports have been completed for all sources on the property.

By clicking "View History", you can see the prior year reporting for the sources on that property.

If the operator listed is incorrect, use the **Contact Us** link on the upper-right blue bar to email us with the correct information.

If a property you own or operate is not listed, please contact water use program staff for assistance at (608)266-2299 or use the **Contact Us** link on the screen.

Wisconsin Department of Natural Resources								
Drinking & Ground Water Use Information System								
Help Contact Us								
Property								
Property No	Property Name	County	Owner No	Owner Name	Operator Name	Property Status	2014 Reporting Status	Action
6907		Door	99999	A-1 COMPANY - CLEAR, CRYSTAL	A-1 COMPANY - CLEAR, CRYSTAL		Incomplete	Submit Report View History
7064		Waushara	99999	A-1 COMPANY - CLEAR, CRYSTAL	- DOE, JOHN		Incomplete	Submit Report View History
10103	north irr well	Polk	99999	A-1 COMPANY - CLEAR, CRYSTAL	DAIRY FARMS INC - SWISS, BROWN		Incomplete	Submit Report View History

To report water use for sources, click "Submit Report" for that property.

Helpful Tips:

- You will see each of the sources on the property along with identifying information about each source. You can change or insert information in the yellow boxes. You must list an email address for yourself, whether the owner or operator (or both) if you report online.
- If your information appears multiple times, you only need to change one location for the information to update! Updates won't show up until you save and return to the page.
- Information in blue boxes is mandatory for the reporting to be complete. Depending on how you answer whether you withdrew water, the blue boxes will change. If you don't have all of the information to complete reporting on a source, list it as incomplete and you can return later to finish the reporting.
- Uncheck the boxes above the reporting information for any sources that someone else will report. You will not be allowed to leave a source blank and submit reporting *unless* you uncheck the box for the source.

Step 3 - Report your withdrawals (Cont'd)

Enter the total gallons of water withdrawn for each month that you made a withdrawal.

[Help](#) [Contact Us](#) [Sign Out](#)

Yearly Water Consumption

Property No	7908	Owner No	99999	Year	2014
Owner Name	A-1 COMPANY - CLEAR, CRYSTAL				
Owner E-Mail	crystal.clear@email.com	Owner Phone		Owner Phone Ext	
Property Name	Dad's Farm				

Field Name	Source - 1	Source - 2	Source - 3
HiCap Well No	8142	2811	1876
WUWN	BB957	NO706	KO396
Source No	3988	2656	1994
Pump Capacity(gpm)	1,000	1,000	1,100
Approval Date	05/19/1976	05/12/1999	08/30/1996
Completion Date	06/03/1976	05/27/1999	08/17/1996
Source Status	EXISTING source	EXISTING source	EXISTING source
Operator Name	A-1 COMPANY - CLEAR, CRYSTAL	- DOE, JOHN	DAIRY FARMS INC - SWISS, BROWN
Operator E-Mail	crystal.clear@email.com		dairyfarms@centurytel.net
Operator Phone		9206855873	7155796883
Source Name	COLLEEN	FREGINE	FORTNEY

Uncheck boxes for any source you will NOT be reporting on at this time. Reporting is required for all sources listed. Once saved you can't uncheck the box.

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Did you withdraw water from this source this year?	--Select--	--Select--	--Select--
Reason for no withdrawal	--Select--	--Select--	--Select--
Water Use Category	--Select--	--Select--	--Select--
Water Use Code	--Select--	--Select--	--Select--
Water Use Description			
Method Code	--Select--	--Select--	--Select--
Method Description			
Month	Withdrawal (gallons/month)		
Source Name	COLLEEN	FREGINE	FORTNEY
January			
February			
March			
April			
May			
June			
July			

Step 3 - Report your withdrawals (Cont'd)

August	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reporting Status	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Submit Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submitted By ID	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comment – (Use the Contact Us link if your information requires any action by DNR staff)			
Comment regarding this source	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site for the Wisconsin Department of Natural Resources
set : PO Box 7921 : Madison, Wisconsin 53707-7921 : 608.267.3123

You can make comments about reporting for yourself or DNR in the comment box. If you would like information changed that you aren't able to change on the screen, DO NOT use the comments box! Use the Contact Us link in the upper-right corner of the blue bar to send us an email with your information.

When you are finished with your reporting, click "Save". You will return to the list of properties to report water use for another property or exit the system by clicking "Sign Out" in the upper-right corner in the blue bar. Email confirmation will be sent to each email address listed for the owner and any operators listed for the property when reporting is complete.

If you still have questions, concerns or comments regarding water withdrawal reporting or the online reporting system, please contact the Water Use program staff at (608) 266-2299 or email us at [DNR Water Use Program](#).